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2006 Homeland Security Funding for Community Emergency Response Team (CERT) Grant Program

Purpose

This bulletin is to provide guidance on Office of Justice Assistance (OJA) policies for FY 2006 HS CERT program funds. Funds will be used to Train the Trainer and/or educate people about disaster preparedness and train them in basic disaster response skills, such as fire safety, light search and rescue, and disaster medical operations.

Note: Several changes are implemented with the 2006 HS CERT program as a result of the decrease in Federal funds available for the program and a heightened interest in program sustainability, cost effectiveness and accountability. Changes for the 2006 Grant Program are underlined in the text below.

Future grants of this type are not guaranteed nor should they be planned for. Applicants are strongly encouraged to consider the long-term sustainability of their programs and to seek alternate sources of support and funding.

Eligible Applicants

CERT Program grants will be opened to qualified units of local government, local Citizen Corps program managers and local CERT coordinators on a competitive basis.

It is required that every CERT Program applicant

- Identify the program goals that CERT will meet and the resources available to conduct the program in your area.
- Gain approval from appointed and elected officials to use CERT as a means to prepare citizens to care for themselves during a disaster when services may not be adequate.
- Identify and recruit potential participants. Naturals for CERT are community groups, business and industry workers, and local government workers.
- Train CERT instructor cadre
- Conduct CERT sessions.
- Conduct refresher training and exercises with CERTs. Other engagement activities might include utilizing CERT volunteers as training assistants for new CERT classes, cross training CERT volunteers in other disciplines like weather spotting or having CERT volunteers participate in outreach events.
- Identify how CERT volunteers will be coordinated with local emergency response and recovery.

Grant Period

As a new feature, there will be two application periods for this competitive grant program. Local CERT coordinators can plan ahead and apply for their training sessions for the entire year, or they may apply for the first half of the year now and then apply again for the second half of the year in the second application period. Applications will be reviewed on a competitive basis, so applications **must be received by the due date** in order to receive consideration.

	<u>Application Open</u>	<u>Application Due</u>
<u>First Application Period:</u>	January 26, 2007	March 30, 2007
<u>Second Application Period:</u>	June 1, 2007	August 10, 2007

Funding under this program will be available for the period specified on the grant award. Funds may not be committed by sub grantees until a grant award is issued that is free of special conditions. All final reports, forms, and invoices must be submitted within 60 days of the close of the grant period.

Training

Local CERT volunteers will be trained in the following aspects:

- Prepare for the hazards that threaten their communities.
- Apply size-up and safety principles.
- Locate and turn off utilities.
- Extinguish small fires.
- Identify hazardous materials situations.
- Triage and treat victims.
- Set up a medical treatment area.
- Conduct searches and rescues in lightly and moderately damaged structures.
- Understand the psychological impact of a disaster on themselves and others.
- Organize CERT members and spontaneous volunteers for an effective and safe response.
- Apply response skills in a disaster simulation.

Allowable training costs include:

- Instructor preparation and delivery time (to include overtime costs);
- Hiring of full- or part-time staff or contractors/consultants to assist with conducting the training and/or managing the administrative aspects of conducting the training;
- Quality assurance and quality control of information;
- Rental of training facilities;
- Printing brochures, handouts, newsletters and postage (although preference is for an electronic newsletter with email addresses as part of the database unless the individuals or areas to be served have limited access to electronic communications);
- Course materials specific to the subject matter, such as bandages, gloves, fire extinguishers, and mannequins;
- Outfitting trainees and volunteers with program-related materials and equipment, e.g., credentials/badges, identifying clothing, etc.

Management and Administration

- It is required that each CERT training class has a minimum of 12 student attendees.

- Each class will be funded on a “cost per student” basis. This may include train the trainer classes and/or volunteer training classes.

Note: Grantees are encouraged to employ cost savings measures like reducing the number of instructors used for each class and supplementing the instructor base with CERT trained volunteers; Applications which reflect a high cost per student model may not be funded.

- It is required that all volunteer resources supported by these funds be made available to local law enforcement, fire service, EMS, public health, and volunteer organizations.
- It is required that program resources operate under the direction of County Emergency Government, and/or local Law Enforcement, Fire Service, EMS and Public Health.

Equipment

Grantees are responsible for ordering the required number of backpacks with content and training manuals. OJA will provide the grantee with instructions on how to order these materials off of state contracts and the funds to cover the costs. These materials will then be drop shipped to the training host location.

Grantees are responsible for the purchase and maintenance of any other required supplies and equipment, i.e., lumber, bandages, etc., through grant funds.

Grantees are responsible for acquiring a rescue randy training aid from a local source, i.e., Fire Department, Technical College, etc.

Federal funds under this award can only be used to *supplement*, not *supplant* state or local funds. (Supplanting is the replacement of state or local funds with federal funds). Therefore, equipment purchases or administrative/personnel costs previously planned in the agency's budget may not be included in this program. Costs of current employees cannot be covered.

Equipment Restrictions

Grant funds awarded under this program **may not** be used for the following:

- ✓ General-use computers and software, except as allowed under M&A costs
- ✓ General-use vehicles
- ✓ Licensing fees
- ✓ Weapon systems & ammunition
- ✓ Construction or renovation, except when it is a necessary component of a security system
- ✓ Hiring of public safety personnel for the purposes of fulfilling traditional public safety duties
- ✓ Equipment or activities unrelated to the implementation of the grant program and the State Homeland Security Strategy
- ✓ Items not in accordance with the authorized equipment list
- ✓ Items otherwise budgeted for with local funds

Medical supplies and pharmaceuticals with expiration dates may only be requested with an appropriate rotation plan in place with local hospitals or medical facilities. This written plan must be filed with OJA.

All equipment purchased under this grant must be made available to other emergency response agencies statewide, as may be required for incident response purposes. Grant funds may be used to contract/pay for maintenance costs.

Any regular maintenance and/or calibration required to ensure the accuracy and dependability of the requested equipment must be coordinated in accordance with the manufacturer's recommendations and specifications.

Training Requirements

All personnel who utilize equipment purchased with this grant must receive training either through the vendor or other competent source specific to that piece of equipment.

Property Disposal or Transfer

Equipment purchased under this grant must be disposed of by following the disposal process currently in practice for each community. OJA must be notified of property disposal or transfer of ownership.

Sustainment Costs

Funds may be used for sustainment of first responder equipment that would be used in a jurisdictions' response to a threat or event. This includes repair and replacement parts, equipment warranties and maintenance contracts for purchases made under this and any previous ODP grants. Applicants who choose to include sustainment costs should list the expenses and identified item at the end of the equipment request worksheet. Sustainment can include costs to provide services for the life expectancy of the equipment.

Application Procedures

- Please go to our web site <http://oja.wi.gov> and follow the links to start the application process. Applicants will use Egrants to apply for funding. Detailed instructions on how to use Egrants are on the website in the document "Homeland Security Application Guide" and found at: <http://oja.state.wi.us/docview.asp?docid=9857&locid=97> or behind the Apply for a Grant tab in the left margin.
- Completed applications must be submitted before the due date.
- Applications chosen for funding will receive a grant award document in the mail.
- If help is needed with Egrants, contact OJAEgrantsSupport@Wisconsin.gov which is monitored from 7:45 AM until 4:30 PM, Monday through Friday. Program and fiscal contacts for this project are listed in the funding announcement in Egrants.

Application Review

Applications will be reviewed internally by OJA to ensure that all federal and state requirements are met, that equipment requests are appropriate, directly relate to terrorism prevention, response, or recovery and relate to the State Homeland Security Strategy.

Applications will also be reviewed by an expert panel and award decisions made on a competitive basis. The criteria used in the evaluation of the application will include but not be limited to:

- A demonstration/evidence of inter-governmental co-operation.
- Marketing and outreach efforts.
- Volunteer engagement activities, i.e., recruitment, refresher training and exercising, cross training, etc.
- Program cost effectiveness / cost per student
- Long term program sustainability plan and use of alternate sources of support and funding.
- Integration of volunteers with local emergency response and recovery.
- An assessment of risk and need conducted by OJA staff.

Changes to Applications

Once awarded, all changes to applications, including the budget, must receive prior approval from OJA. Submission of invoices that have not received this prior approval may result in delay or denial of payment. Changes to applications must be made by contacting the program contact listed on the funding announcement.

Grant payments, Reporting and Reconciling Grant Applications

All grant funds are dispersed on a reimbursement basis upon submission of invoices and along with appropriate reporting forms. The grantee is responsible for making vendor payments and

payments to sub-recipients. A draft copy of the local EOP referencing volunteer coordination should be attached with the first submission.

Reporting Requirements – Upon closeout of the project please return into Egrants to enter the final Program Reports. This will include the number of people trained and you will be asked to upload a class roster electronically

Reimbursement –To get reimbursed do the final reporting requirements listed above and complete a G-2 Request for Reimbursement document (found on OJA website under document search, Homeland Security) Complete, and mail this form in to OJA along with backup documentation.

Requests for Extensions

Extensions may be granted in exceptional cases, e.g. when sub grantees are experiencing long procurement delays or items are on back order, etc. Extensions may be requested by emailing the program contact.

If equipment is anticipated to be backordered beyond the grant end date, please contact our office to request an extension to the grant period.

Compliance Review

The Office of Justice Assistance will conduct site visits to grantees during the grant period. At that time, all records, purchase orders, granted equipment, accounting documents, certifications, training records and agreements are subject to review. This includes both the primary grantee and the recipients of any equipment, as conducted by the grantee. This site visit does not replace the A-133 single audit requirement.

Contact information:

Office of Justice Assistance Phone: 608-266-3323

OJAHomelandSecurity@wisconsin.gov.